

"NASA achieves excellence by valuing and recognizing performance in an environment in which all employees feel encouraged to contribute."

SHCP Performance Culture Goal



## Implementing the Enhancements

- These EPCS enhancements will become effective on October 1, 2004.
- New performance plans will cover an appraisal period from October 1, 2004, through April 30, 2005.
- If your Center's annual appraisal period ended before September 30, 2004, performance under a previous plan will be considered when assigning the performance summary rating for the appraisal period ending April 30, 2005.

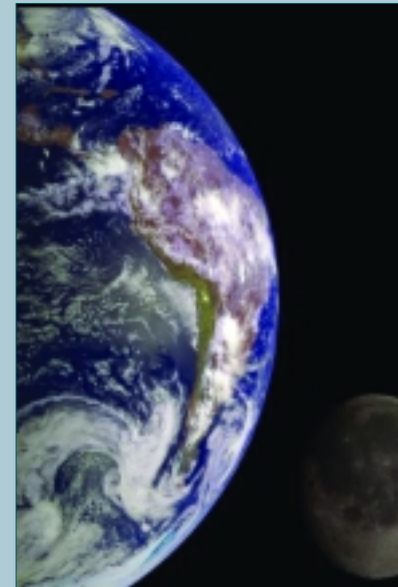
## More Information

More detailed information about these enhancements to the NASA EPCS will be forthcoming. For the most up-to-date information, check the Web site at <http://nasapeople.nasa.gov/perform/index.htm>.

National Aeronautics and Space Administration



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Space Administration



EPCS

**Enhancing**  
**The NASA Employee Performance**  
**Communication System**

For more information, see the NASA People Web site at <http://nasapeople.nasa.gov/perform/index.htm> or contact your Center's Human Resources Office.

## Enhancing NASA's Performance Culture

The Strategic Human Capital Plan (SHCP) is built upon five pillars: **Strategic Alignment**, **Strategic Competencies**, **Learning**, **Performance Culture**, and **Leadership**. Through the Performance Culture pillar, the Agency strives not only to ensure that the performance management system focuses on accountability for results, but also that it works to ensure that employee awards and recognition programs are linked to performance.

We are extremely proud of the performance culture we have created together. Although your feedback has been overwhelmingly positive, we continue to strive to improve our management and recognition of our greatest asset—our workforce. The outstanding accomplishments and results that our employees contribute to the achievement of the Agency's mission prompt us to seek out other opportunities to recognize even greater employee performance.

The Administration's pay-for-performance initiatives present such an opportunity. Taking steps now to revise the NASA Employee Performance Communications System (EPCS)—our performance management system for all employees other than Senior Executive Service (SES), Senior Scientific and Technical (ST), and Senior Level (SL) employees—leverages our ability to participate in those initiatives.

## Summary of EPCS Enhancements

### Current

Two performance summary rating levels

All performance elements are critical

Supervisor directs performance management process

Annual performance appraisal period determined by Headquarters and each Center

Center-specific performance plan and appraisal forms

### Effective 10/1/2004

Three performance summary rating levels:

- Distinguished
- Meets or Exceeds Expectations
- Fails to Meet Expectations

Critical and noncritical elements may be used

Employee becomes a partner with the supervisor and takes a proactive role in the planning, monitoring, developing, and rating phases of the performance management process

"One NASA" annual performance appraisal period: May 1–April 30

"One NASA" standard forms available electronically



SHCP Performance Culture Definition

## Enhancements to the Employee Performance Communication System

- There will be three performance summary rating levels. We have created a third level—"Distinguished"—to recognize our top performers. Employees who significantly exceed expectations for all performance elements will receive the performance summary rating of "Distinguished."
- Both critical and noncritical elements may be used.
- Employees and supervisors will work as partners. We encourage employees to become fully engaged partners with their supervisors in all aspects of the performance management process.
  - Employees will be given an opportunity to provide the following:
    - ▶ Input/feedback to their performance plan, and
    - ▶ Input on their accomplishments relative to their performance elements and standards during a progress review or the annual appraisal.
  - Employees may initiate a progress review and discuss training and development at any time.
- An Agencywide annual performance appraisal period has been established for May 1 to April 30.
- An Agencywide Performance Plan and Appraisal Form will be used; it establishes minimum requirements for performance elements and standards that cascade from the SES performance evaluation factors. This creates a common set of evaluation factors for all NASA employees in the spirit of "One NASA" and ensures strategic alignment with the Agency's vision, mission, and goals.
- Employees' accomplishments will be considered in the performance evaluation of SES managers and executives.